

Town of Ballston Community Library
Board of Trustees Meeting Minutes
April 28, 2021

Call to order: The meeting was called to order at 7:03 p.m. by President Steve Zarelli.

Present via Zoom call: [x]Rebecca Darling, Director; [x]Jenn Richard, Adult Services Librarian.

Trustees: [x]Steve Burchett, [x]Michelle Hernandez, [x]Tom Shaginaw, [x]Carolyn Speenburgh, [x]Julia Stone, [x]Sue Tomlinson, [x]Steve Zarelli

Town of Ballston Representative – [x]John Antoski

Town of Charlton Representative – []Doug Ranaletto

Guest: Eagle Scout candidate Ryanne Gordon

Ryanne Gordon described her Eagle Scout project to build three benches for the library, to be located in front of the library and installed on a bed of pea gravel. On a motion by Steve Burchett, seconded by Carolyn Speenburgh, trustees voted unanimously to approve Ryanne Gordon’s Eagle Scout project to construct and install three benches, with the potential of future financial assistance if needed.

Board Minutes: On a motion by Tom Shaginaw with a second from Michelle Hernandez, the trustees voted unanimously to approve the corrected minutes of the March 31 meeting.

Julia Stone made a motion to accept the minutes of the April 7 special meeting. It was seconded by Michelle Hernandez and passed with all in favor.

Report of Special Funds: Special funds for April were reviewed.

Monthly Financial Statements: Financial statements for April were reviewed.

Approval of Bills: The April bills, reviewed and signed by Steve Zarelli, were approved without exception on a motion by Sue Tomlinson with a second by Steve Burchett.

Director’s Report: appended at end of minutes.

Reports of Committees:

Long Range Plan: Sue Tomlinson and Ms. Darling attended another training session presented by Erica Freudenberger of SALS. Ms. Tomlinson will be coordinating a Long Range Planning committee to share information with committee members and plan next steps for gathering information for the report.

Personnel: New Head of Youth Services Alyssa Harvey will begin work on Monday May 3. Trustees will provide a “welcome” delivery of bagels and cream cheese, to arrive at the library Monday morning.

Old Business:

Electric Vehicle charging stations: The necessary permits have been granted for the charging stations, and it is expected to break ground soon, possibly next week.

Reopening Plan SALS and MVLS, through guidance from the CDC, are advising that it is no longer necessary to quarantine returned library materials beginning next week. Also, we have been advised that our category of business, Low-Risk Arts and Entertainment, can increase our occupancy limit inside the building. Director Darling intends to move from 15 to 30 patrons in the building at one time.

Construction Grant: An extension until 6/22 has been granted for completion of our project to create a space for a Local History room.

Hoopla update: Ms. Richard presented statistics furnished by Hoopla on our patrons' use of the service. We will continue to subscribe at present borrowing levels.

New Business:

Personnel: On a motion by Sue Tomlinson with second from Carolyn Speenburgh, trustees voted without exception to appoint Angelo Aldi to the part-time position of page at a salary of \$12.50/hour. A resolution to appoint Jayna Laferriere to the part-time position of page at a salary of \$12.50/hour was made by Julia Stone and seconded by Michelle Hernandez. It passed with all in favor.

Report to the Public: Director Darling shared a draft of the 2020 Report to the Public.

Anchor Diamond Story Walk: Ms. Richard described a planned Friends of the Library project to construct a Story Walk on the Anchor Diamond trail. Trustees expressed enthusiasm for the project.

SALS Annual Meeting: Will be held virtually on Monday, May 17, 2021 at 7:00 p.m. over Zoom.

Executive session: At 8:18 p.m. on a motion by Carolyn Speenburgh, seconded by Michelle Hernandez, trustees voted unanimously to enter executive session to discuss legal matters. At 8:32, Sue Tomlinson made a motion which was seconded by Steve Burchett to exit executive session. No votes were taken.

Adjournment: At 8:33, on a motion by Julia Stone, with second from Michelle Hernandez, trustees voted unanimously to adjourn the meeting.

Minutes respectfully submitted by: Sue Tomlinson, Secretary

Town of Ballston Community Library Director's Report

March 2021

Circulation Statistics

March 2021

| Circulation Statistics | Current Month | 2021 YTD | 2020 Total |
|-------------------------------------|---------------|----------|------------|
| Items Added to Collection | 294 | 936 | 2,791 |
| Number of Physical Items Circulated | 5,025 | 13,028 | 49,737 |
| Overdrive Circulation | 1,215 | 2,703 | 13,164 |
| Hoopla Circulation | 441 | 1,156 | 3,217 |
| New Patron Registrations | 10 | 15 | 108 |
| Curbside Appointments | 57 | 1,811 | 2,555 |
| Patrons in the Building | 1,624 | 1,624 | 21,461 |

Program Statistics

March 2021

| Programs | Number Offered Current Month | Participants Current Month | Number Offered 2021 YTD | Participants 2021 YTD | Number Offered 2020 Total | Participants 2020 Total |
|---------------|------------------------------|----------------------------|-------------------------|-----------------------|---------------------------|-------------------------|
| Preschool | 14 | 149 | 36 | 366 | 105 | 1,767 |
| Elementary | 4 | 42 | 14 | 175 | 31 | 489 |
| Teen | 1 | 4 | 3 | 12 | 18 | 99 |
| Adult | 5 | 96 | 11 | 204 | 30 | 291 |
| Family | 2 | 311 | 8 | 854 | 6 | 140 |
| Outreach | 0 | 0 | 0 | 0 | 37 | 1,488 |
| TOTALS | 26 | 602 | 72 | 1,611 | 227 | 4,274 |

Organizational Goals

- Sue Tomlinson and Rebecca Darling attended a SALS Long Range Plan meeting on April 20. The Long-Range Plan committee met via Zoom April 14.

Financials

- Supplies for the new accounts have arrived and the Library is now able to make payments directly from those accounts.

Staff & Volunteers

- Jenn Richard and Rebecca Darling held interviews for two open page positions using applications that were already on file.

Facility Update

- The Library has contracted with Hometown Turf for the 2021 Season. This will include weekly mowing and all spring and fall lawn clean up.
- Building and Grounds met with Dan Farrow to discuss the Electric Vehicle project on April 7, 2021.

Technology

March 2021

| Technology Statistics | Current Month | 2021 YTD | 2020 Total |
|--------------------------|---------------|----------|------------|
| Public Computer Sessions | 50 | 50 | 964 |
| WiFi Sessions | 434 | 1,004 | 5,355 |

Marketing

March 2021

| Marketing Statistics | Current Month | 2021 YTD | 2020 Total |
|----------------------|---------------|--|---------------|
| Social Media Posts | 114 | 305 | Not Available |
| Website Visits | 2,411 | 5,340 (does not include January) | 77,869 |

Policy Review

Meetings & Professional Development

- Rebecca Darling, Director: BH-BL BPA, Friends of the Library, Long Range Plan, Town of Ballston, Board of Trustees, SALS Summer Reading Workshop, Director's Council
- Jenn Richard, Head of Adult Services: Friends of the Library, Town of Ballston, Town of Charlton, Board of Trustees, UHY Meeting
- William Newsom, Account Clerk: UHY Meeting
- Terry Riley, Account Clerk: UHY Meeting
- Ruta Tomik, Youth Services Clerk: SALS Summer Reading Workshop

Rebecca Verhayden Darling, Director 3/28/2021